

	Montana Mental Health Nursing Care Center Policy Manual		Policy Number	1128
			Original Date	05/16/1990
	Department: Social Services		Revised Date	07/09/2015
	Recruitment/Selection of Resident Workers			

POLICY:

The Resident Work Program Hiring Procedure will be completed as outlined.

PROCEDURE:

1. The Resident Work Program Coordinator will be made aware of jobs available in various departments by the job site supervisor. Suggestions for alternate job placement sites can be made to the Resident Work Program Coordinator by staff.
2. The Resident Work Program Coordinator will:
 - A. Discuss with the care plan team, residents who would be appropriate for Resident Work Program when there is a job opening. All residents with a need for a therapeutic activity will be considered.
 - B. Resident Work Program Coordinator will contact suggested residents to determine their interest, and assess their capability.
 - C. A Payroll Notification form will be completed upon initial employment and when wage is adjusted this will be given to the personnel assistant. A copy will be maintained in the Resident Work Program file (Attachment #1).
 - D. Resident Work Program Coordinator will work with the on-site job supervisor to provide on the job training and evaluate performance.

- E. A newly employed resident will work on the job site for a 3 month training period. During that time they will be paid minimum wage in accordance with the Department of Labor patient worker certificate.
- F. On the job training will be available to refine skills during this period.
- G. The resident worker will be paid an hourly rate in accordance with the Fair Labor Standards Act.